

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 004403
Grade 23
FLSA: E**

PLANNING SPECIALIST III*

DEFINITION OF SERIES:

The positions in this series research, gather, and analyze data and prepare reports in support of planning activities related to physical development projects, new and revised services or programs, policies, issues or long-range plans; plan, implement and manage special programs; monitor and evaluate performance of consultants and progress of programs/projects. May coordinate planning activities with other departments, other agencies, businesses, public and community groups.

DISTINGUISHING CHARACTERISTICS:

This class represents the advanced journey level in the Planning Specialist series. Positions in this class under limited supervision work on assigned planning projects/programs, including land use, environmental, conservation, parks and recreation, human services or other programs/issues; or perform the more responsible and technically difficult work on large scale, interdepartmental planning and development projects, programs, policies, or issues. Plan scope of work and coordinate planning activities with other departments and agencies, community groups and advisory committees. The complex and highly sensitive projects assigned to this class differentiate this class from the Planning Specialist II class. The duties of this class differ from Senior Planning Specialists in that the latter class is responsible for overseeing a major segment of an overall planning area or subdivision of County planning program (e.g., community block grant program, Moderately Priced Dwelling Units program, transit planning, pedestrian/bikeways, recycling program, noise control, quarry licensing) which, because of the size or nature of the program, can be performed by a specialist, either directly or by guiding and monitoring the activities of consultants performing studies on specific policy/planning areas.

MAJOR DUTIES:

This is full performance work in a planning specialization such as community development, environmental planning, land use, or transportation planning. Employees in this class conduct and/or monitor a variety of planning studies and activities relative to their assigned planning area. These activities include coordinating the development of affordable housing projects in the County, assessing social service needs in the County, managing the County's Hazardous Waste Program, reviewing local zoning amendments for policy compliance, and performing parking analysis studies recommending options to accede to increasing demands in various districts. The supervisor defines the objectives and priorities of the study or project to be conducted and establishes the deadlines.

EXAMPLES OF DUTIES: (Illustrative Only)

All Specializations

- Plans, develops, implements, monitors, and evaluates planning projects related to the assigned planning area.
- Manages contracts supporting assigned planning projects; monitors contractor's performance for compliance with project requirements and objectives.
- Conducts field studies and surveys to collect original research data for County planning projects, which require the collection, analysis, and interpretation of empirical, statistical, and historical data.

- Prepares detailed narrative and statistical reports which present and summarize research information and provides planning options and recommendations.
- Consults with local officials, the business community, and civic leaders, as directed, to collect and disseminate information, promote cooperative efforts, and provide support and assistance.
- Analyzes and recommends revisions to existing County plans, programs, and regulations to improve service and efficiency.
- Presents information to public and private organizations, non-profit organizations, and the County Council to explain, defend, or justify issues related to the assigned planning area.
- Performs related duties as required.

Community Development Planning

- Plans and implements programs and projects associated with the development of public facilities and services including the development of affordable housing; rehabilitation of low- and moderate-income housing; commercial revitalization; and the implementation of public safety, human and social service delivery systems.
- Develops strategies, plans, and mechanisms for coordinating human service programs, plans, budgets and services, including comprehensive, long range planning.
- Develops position and option papers on organizational structure, focus and direction of the County's human service delivery systems.
- Plans and develops studies to assess community development needs; conducts surveys to collect necessary data; evaluates data, proposes alternatives, and recommends decisions for delivery of assistance and services.
- Monitors sub-grantees and contractors for compliance with Federal and County requirements in their Community Development Block Grant (CDBG) programs.
- Reviews and processes applications from non-profit group home operators for assistance under rehabilitation and handicapped accessibility guidelines; monitors projects for compliance with contract provisions and prepares reports.
- Evaluates appropriate data and examines the eligibility of new or recommended commercial areas with regard to local policies and State and/or Federal program requirements.
- Performs related duties as required.

Environmental Planning

- Plans and implements programs and projects dealing with water supply and sewerage systems; stormwater management and stream restoration; solid and hazardous waste management; waste recycling; noise control and quarry licensing.
- Oversees implementation of water main and sewer line extension including coordinating requests for water and sewer service category changes and developing recommendations for MNCPPC and the County Council.
- Guides the County's hazardous waste planning program, representing the Executive Branch on County Council task force in developing legislation, and in interagency planning efforts.
- Monitors the County's sewage sludge management program, representing the Executive Branch in efforts related to the assessment and improvement of composting conditions, regional management issues, and review of permits for landspreading of sludge.
- Reviews and tracks selected Washington Suburban Sanitary Commission (WSSC) Capital Improvement Projects in water and sewer areas for cost-effectiveness, technical adequacy, and public acceptability.
- Manages the County's yard trim recycling program and monitors contractor operations to ensure

compliance with program specifications.

- Performs related duties as required.

Land Use Planning

- Plans and performs projects relating to the implementation of approved master plans in accordance with State and local laws and to the integration of the Adequate Public Facilities Ordinance with the Capital Improvement Program.
- Develops detailed reports on population characteristics, current land uses and zoning, status of development projects in the "pipeline", and functional systems such as streets, water and sewer lines, mass transit, schools, public safety.
- Reviews and analyzes Master plan amendments, rezoning proposals, special exception requests, and historic preservation and annexation proposals for consistency with Executive policy.
- Develops planning procedures for the implementation of Executive Branch recommendations on the adequacy of public facilities for each preliminary plan of subdivision referred from the Planning Board.
- Conducts studies of amendments to the zoning ordinance or subdivision regulations, with emphasis on policy issues and implementation problems.
- Consults with community residents and civic leaders, as well as government representatives, regarding issues of concern in areas subject to master plan amendments.
- Performs related duties as required.

Transportation Planning

- Plans and implements transportation planning projects to implement policies covering such components as highways; parking; mass transit; road maintenance; aviation; sidewalks and bikeways; transportation system management and financing.
- Oversees the "Alternative Transportation" program (designed to encourage use of mass transit), including providing direction to consultants in the formation of transportation management associations, working with developers in devising trip-reduction programs for their developments, and formulating other innovative public-private partnerships with the goal of reducing travel demand.
- Plans, organizes and supervises collection of data on bus service; analyzes data and makes recommendations on adjustments to service to increase economic efficiency and satisfy passenger demands.
- Determines areas in which parking is deficient by identifying the number of parking spaces which are not provided for by developers through the preparation/evaluation/analysis of projected parking needs based on land use.
- Plans and conducts parking studies and field investigations and develops recommendations for operation of new facilities or changes in existing facilities through evaluation/analysis of data taking into consideration parking management tactics and strategies.
- Cooperates with other agencies in developing evaluation criteria for Candidate Highway Improvements Program (CHIP) which is designed to establish a priority rating of CIP work considering factors such as demographics, traffic volume, road congestion and related items.
- Performs related duties as required.

SUPERVISORY CONTROLS:

The work is reviewed for technical soundness and conformity to policy and other considerations. The work is complicated by conflicting requirements and objectives held by a variety of governmental, private and public interest groups involved in the planning process.

SUPERVISION EXERCISED: Employees in this classification do not supervise other positions.

GUIDELINES:

The employee plans and carries out the work in accordance with previous training, instructions or policies. The employee refers to administrative policies and applicable regulations in performing the work; however, specific guidelines for the work are scarce. The employee must use initiative and resourcefulness in developing methods for accomplishing planning objectives.

COMPLEXITY:

The complexity of the work is characterized by a variety of processes associated with conducting studies or implementing projects in specialized areas of County programs. These studies require the assessment of non-standard conditions and analysis of sensitive issues in order to develop responsive strategies.

SCOPE AND EFFECT:

The work involves treating a variety of planning problems, issues or concerns that effect the design, operation, or delivery of program services.

CONTACTS:

Contacts include staff from County departments/agencies to develop work programs and coordinate projects; Council staff to brief on planning issues and participate in work sessions and public hearings; staff from State and local governments to cooperate in joint ventures; representatives of business, educational, and non-profit organizations to present information, advise, and support; and financial institutions to elicit support and coordinate services.

PUBLIC SERVICE /ASSISTANCE:

Employees in this class provide little or no direct public service or assistance.

HAZARDS: Tasks require alertness to avoid potentially hazardous conditions.

MINIMUM QUALIFICATIONS:

Education: Graduation from an accredited college or university with a Bachelor's Degree in planning, urban design, environmental studies, public administration, or related field.

Experience: Three (3) years of experience in planning and research related to land use, urban economics, human services, environmental issues, conservation or other work directly related to some municipalities planning and development work.

Equivalency: An equivalent combination of education or experience may be substituted.

Knowledge, Skills, and Abilities:*Advanced Knowledge of:*

- The principles and practices of the planning specialization appropriate to the assignment of the position.
- The methods of statistical analysis and skill in interpreting numerical research data.
- The component systems function and develop of communities.
- The regulations and procedures of contract administration.

Skill in:

- Preparing and presenting effective reports, maps, and charts relative to planning projects.
- Communicating effectively, both orally and in writing.

- Carrying out or monitoring technical planning studies.

Ability to:

- Deal tactfully, effectively, and equitably with people.

Licenses, Registrations, Certifications, or Special Requirements:

Possession of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence when required for job-related duties.

Work Environment: The work is mainly performed indoors in an office environment and sometimes outdoors under adverse weather conditions, which involves normal, everyday discomforts.

Physical Demands:

Tasks may involve frequent walking over difficult terrain, lifting and carrying moderate weight (25 lbs.), and exposure to adverse weather conditions. Operation of survey equipment may be required.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

BARGAINING STATUS:

Positions assigned to this class are normally in the Office, Professional, and Technical (OPT) bargaining unit.

MEDICAL EXAM PROTOCOL: Medical History Review.

PROMOTION POTENTIAL: This is the budget level class.

Class Established: October 1967

Revised: October 1971

August 1972

November 1973

April 1977

August 1987

Classification Study: August 1995 (M)

October 1999

August 2013

October 2014

(License Requirement, Work Environment, Physical Demands) July, 2018